ClubRunner

How do I change an inactive member to an active member?

Michael C. - 2022-08-26 - Membership Management

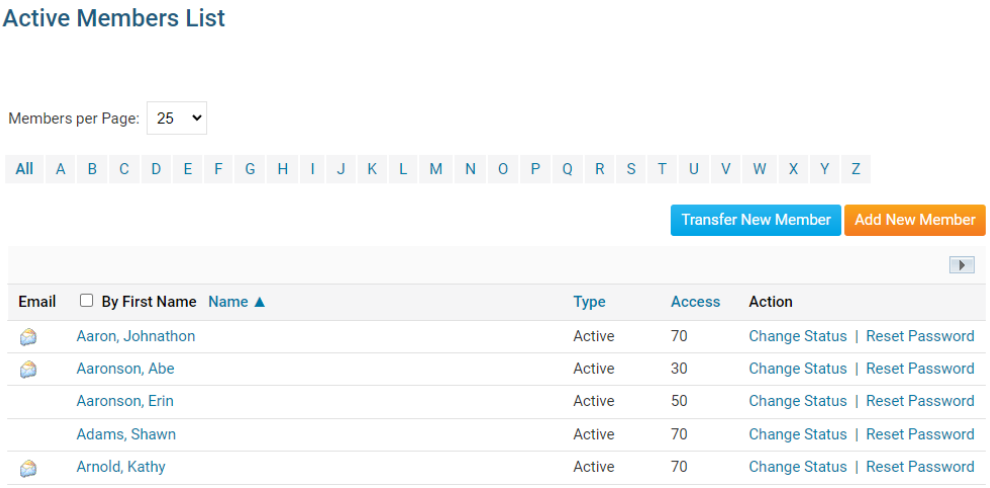
When an inactive member returns to the club, you can reactivate them making use of the **Inactive Members List**. This situation can arise when a member takes a leave of absence for illness, travel or other reason.

1. To access the **Inactive Members List**, you must go to your club homepage and log in. Then, click on **Member Area** near the top right of the page.

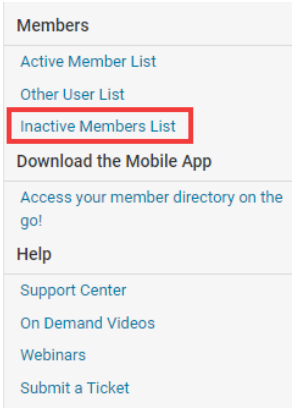
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.

3. Now, click on **Member Lists**.

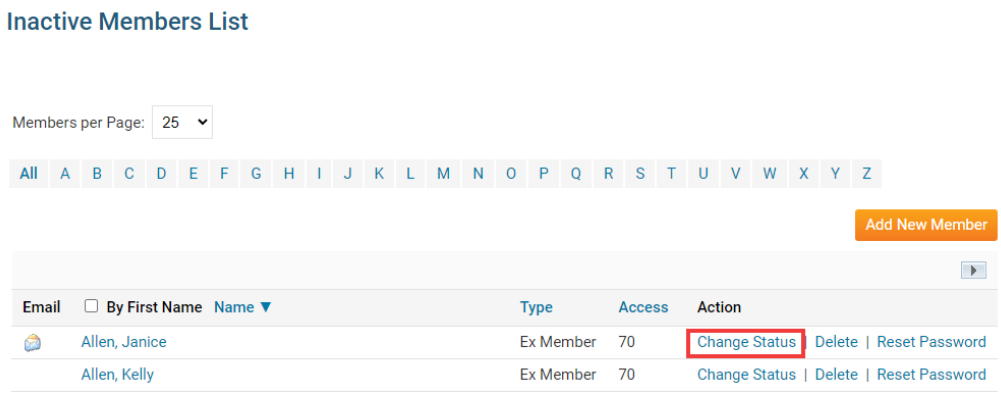
4. You are now on the Active Members List page, where you can browse a list of all currently active members.



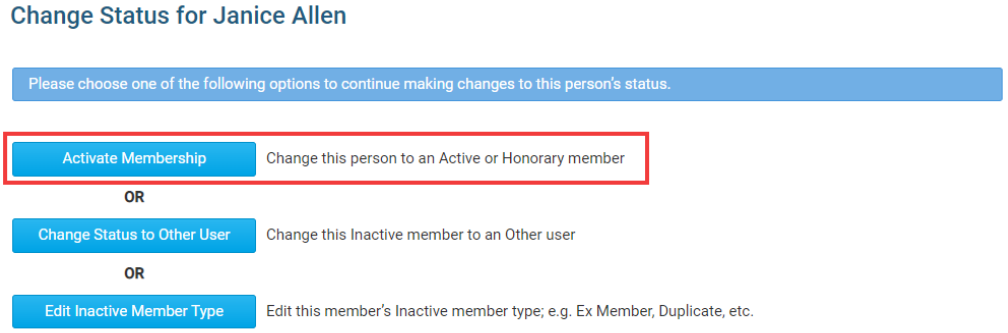
5. To view and edit currently inactive members, click the **Inactive Members List** link under the **Members** header on the left side.



6. Here, you can view and edit the details of all your inactive members. In order to reinstate a member, click on **Change Status** under the **Action** column.

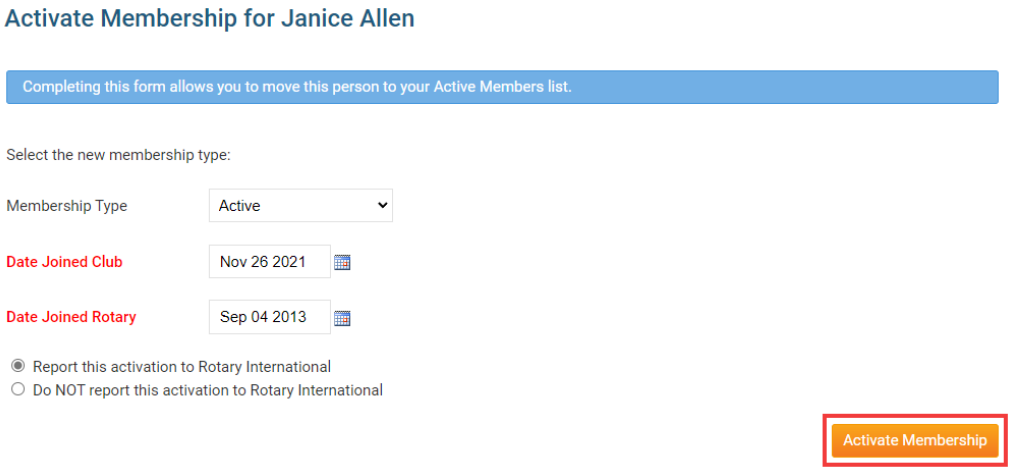


7. This takes you to the change status screen. It now gives you three choices. Click **Activate Membership**.



8. There are now a few options:
    - **Membership Type** - This is what type of membership the member would be changed to.
    - **Date Joined Club** - This is the member's rejoin date.
    - **Date Joined Rotary/Organization -** This is the first date when the member joined the organization.
    - **Check Box** - *This is only for Rotary Clubs*. If you do NOT want to notify Rotary International about the change click on this check box.

9. Once done, click **Activate Membership**.



The member is now active. To further edit their profile, look them up in the **Active Member List.**

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- How do I change the membership type to honorary?
- How do I edit or change an inactive membership type?